

5 FAH-1 H-700 CAPTIONS

5 FAH-1 H-710 AUTHORIZED DEPARTMENT OF STATE CAPTIONS

(TL:CH-2; 05-30-1998)

5 FAH-1 H-711 GENERAL

(TL:CH-2; 05-30-1998)

a. Captions are acronyms and phrases that have been carefully formulated to determine distribution and handling requirements for correspondence.

b. Documents bearing **Special Handling Captions** are authorized in accordance with the limitations cited for each caption. Special Handling Captioned material requires special distribution, storage and destruction procedures.

c. Documents bearing **Distribution Captions** ensure accurate dissemination based on arrangements made or instructions issued at the time the caption is created or arrangements in post procedures and Chief of Mission authority. Documents are stored in the same manner as regular captioned material.

d. Documents bearing **Channel Captions** are distributed to ensure receipt by the designated office only; no other distribution caption is required.

e. All of the captions cited in this chapter may be used with the attention indicators PASS, FOR, FOR ONLY and FROM.

5 FAH-1 H-712 POLICY AND SCOPE

(TL:CH-2; 05-30-1998)

a. The captions listed in this chapter are the only captions authorized for use by the Department and posts. All captions must be approved by the Executive Secretariat (S/S).

b. Captions will be decategorized five years from the date of the document on which the caption appears.

c. Drafters use Special Handling Captions, Distribution Captions, and Channel Captions in the Department and posts to control dissemination of documents. Documents should bear captions appropriate to the sensitivity and distribution requirements of their contents.

d. In the Department and field offices, captioned correspondence is distributed to those offices and agencies that have an interest and need-to-know.

e. At post the principal officer or designee may have access to or receive all captioned and noncaptioned correspondence regardless of agency. Captioned telegrams that require Information Programs Center (IPC) storage and/or a dummy (message header information only) copy in the post chronological file, must not be stored electronically. Paper copies are stored in accordance with specific instructions regarding each caption.

f. This chapter discusses:

- (1) Special Handling Captions;
- (2) Distribution Captions;
- (3) Channel Captions;
- (4) Captions Involving Other Agencies; and
- (5) Attention Indicators ("Slug" Lines).

It identifies, defines, and explains each caption. This chapter also discusses when to use certain captions and any limitations regarding those captions.

5 FAH-1 H-713 SPECIAL HANDLING CAPTIONS

(TL:CH-2; 05-30-1998)

a. Special Handling Captions control, limit, and restrict distribution. Use Special Handling Captions only on State Department telegrams. Telegrams originated by AID, Peace Corps or USIA in Washington, D.C. or in the field bear captions as outlined in the respective Correspondence Manuals.

b. Drafters may use the following Special Handling Captions when authorized in accordance with the limitations stated in this chapter for each caption. These captions may be used only on the Special Handling Line of the telegram.

5 FAH-1 H-713.1 NODIS

(TL:CH-2; 05-30-1998)

Distribution is made by the Executive Secretariat or the Chief of Mission. Information must be classified or administratively controlled (SBU) and stored appropriately. Do not use this caption laterally in the field without Department (S/S-O) approval.

5 FAH-1 H-713.2 STADIS

(TL:CH-2; 05-30-1998)

STADIS precludes initial distribution to other Federal agencies and is used when disclosure of certain communications to other agencies would be prejudicial to the best interest of the Department. Information must be classified or administratively controlled (SBU) and stored appropriately.

5 FAH-1 H-713.3 ROGER CHANNEL

(TL:CH-2; 05-30-1998)

ROGER CHANNEL is used between the Director of Intelligence and Research (INR) and the principal officer. Information must be classified or administratively controlled (SBU). May be used laterally in the field with discretion subject to Chief of Mission approval. The Department must be an addressee (action or info) on all ROGER CHANNEL communications.

5 FAH-1 H-713.4 AGREEMENT CHANNEL

(TL:CH-2; 05-30-1998)

AGREEMENT CHANNEL is used for Agreement requests for U.S. ambassadors and ministers, all matters relating to appointment, resignation, or transfer of a U.S. chief of mission or chargé d' affaires. Information must be classified or administratively controlled (SBU) and stored appropriately.

5 FAH-1 H-713.5 DIRGEN CHANNEL

DIRGEN CHANNEL is used between the Director General of the Foreign Service (M/DG) and the principal officer on sensitive, personnel matters other than agreements and medical matters.

5 FAH-1 H-714 DISTRIBUTION CAPTIONS

(TL:CH-2; 05-30-1998)

Distribution captions direct and restrict distribution, but to a lesser extent than Special Handling Captions. Documents containing distribution captions are distributed in accordance with arrangements made at the time the caption is approved. The following distribution captions have been approved for use.

ADM AID—Agency for International Development administrative telegrams.

AFSA TELEGRAM—To and from representatives of the American Foreign Service Association (AFSA). The post AFSA representative must draft or clear the telegram.

AIDAC—Agency for International Development (AID) telegrams drafted by AID Washington to AID field posts; AID field posts to other AID field posts or AID/Washington.

AIDAC AFDROUGHT—AID telegrams concerning food emergency and drought problems in Africa.

AVSECBN—Repeats Federal Aviation Administration (FAA) Security Bulletins and limits dissemination to those in missions that need the information to assist in countering the threat.

CODEL—Congressional delegations. Follow with name of congressional committee or group chairman, for example, CODEL WEBSTER.

EXCON—Export Control Program.

EXDIS—Distribution is made by the Executive Secretariat on a strict need-to-know basis. Executive Secretariat personnel must handle all copies following appropriate security procedures; may be transmitted laterally in the field as long as post includes the Department as an addressee.

FASTO—From the Foreign Agricultural Service (FAS), Department of Agriculture to FAS field posts.

FODAG—To and from the U.S. Mission to the Food and Agriculture Organization (FAO) in Rome, its programs and activities.

H PASS—For telegrams intended for members of Congress, including district offices.

ICAO—To and from the U.S. Mission to the International Civil Aviation Organization in Montreal, its programs and activities.

LIMDIS—Distribution is limited to officers, offices, agencies or chiefs of mission with a need-to-know. Reserved for unusually sensitive policy matters regarding political, economic, or military issues.

LOCUST—Telegrams concerned with plagues and other infestations of locust and grasshoppers.

NESCO—To and from the U.S. Observer Mission in Paris relating to United Nations Educational, Science and Cultural Organization (UNESCO) matters.

OBIT—Pertaining to the death of a State Department or other agency employee or dependents. This caption must be followed by a diagonal (/) and the abbreviation of the specific agency, e.g., OBIT/STATE, OBIT/AID, OBIT/USIA. This caption may also be used for a private citizen. In this case, follow with the office designation OCS (OBIT/OCS).

OFFICIAL INFORMAL—This caption must be spelled out. Use for telegrams intended for a person or (e.g., OFFICIAL INFORMAL FOR AMBASSADOR DOE) to express personal opinions or preliminary information on the policy process. **NOTE:** This caption is record traffic. Do not use for personal matters. For cables coming into the Department, add the office symbol.

SDFCU—Used for correspondence between the State Department Federal Credit Union (SDFCU) and members.

TERREP—Used on telegrams concerned with terrorism. Distributed only to members of the emergency action team. State any action requested in the first paragraph. Classify according to subject content. It may be used laterally in the field.

TERREP EXCLUSIVE—Used on highly sensitive telegrams concerned with terrorism. It may be transmitted laterally in the field if the department is an addressee.

TOFAS—To the Foreign Agricultural Service (FAS), Department of Agriculture from FAS field posts.

TOPEC—Between Headquarters Peace Corps in Washington and Peace Corps representatives in the field.

TOPEC MED EYES—For telegrams which will be distributed only to the Peace Corps Medical Officer.

USDOC—Telegrams to and from the Department of Commerce and field posts.

USIA—To and from USIA and between USIA field posts.

USOECD—To and from the U.S. Mission to the Organization for Economic Cooperation and Development, Paris.

USSTART—To and from the U.S. Delegation to the Strategic Arms Limitation Talks (START).

USSCC—To and from the U.S. Standing Consultative Commission, Geneva.

VISAS—Individual immigration, visa, and deportation cases and operational and procedural aspects of the visa function.

5 FAH-1 H-715 CHANNEL CAPTIONS

(TL:CH-2; 05-30-1998)

Channel captions control, limit, restrict, and direct distribution. Telegrams bearing approved channel captions will be distributed to the designated office only. The following channel captions have been approved for use.

AGS CHANNEL—Between an AID employee and the agency grievance staff (PER/G and AID/M/PM/ERS). Subject to same restrictions as the grievance channel communications.

AID/OIG CHANNEL—Between the AID Inspector General (IG) and the regional Inspectors General and their IG staffs in the field.

DISSENT CHANNEL—Between the Department and any person at a post who submits dissenting views on policy. The first paragraph should identify the drafter. Initial distribution is limited to the Executive Secretary and the Director of the Policy Planning Staff (S/P), who has responsibility for handling any response. Further distribution is determined by the Director of S/P, in consultation with the Secretary as appropriate, and based on the sensitivity of the message and input from the drafter.

DOCKLAMP—Between the Defense Intelligence Agency and Defense Attaches. Dissemination of DOCKLAMP messages should be limited to the Defense Attache. Additional distribution, if required, will be determined by the Defense Attache. DOCKLAMP files will be maintained only by the Defense Attache Office (DAO) and all paper copies must be returned to the DAO.

DS CHANNEL—Between the Assistant Secretary and/or Deputy Assistant Secretaries of Diplomatic Security and the responsible DS officer, concerning criminal and special investigations involving U.S. citizens who are not Department employees, Foreign Service National Employees (FSNs), or other foreign nationals; derogatory information from background

checks on U.S. citizen Department employees who are not DS employees; special protective equipment; and other subjects that the drafter thinks should be restricted to DS personnel. Limit field dissemination to RSO or PSO. Limit domestic distribution to DS offices; may be used laterally in the field.

DSX CHANNEL—Between the Assistant Secretary and/or Deputy Assistant Secretaries of Diplomatic Security and the responsible DS officer, concerning criminal and special investigations involving U.S. citizen Department employees; derogatory information from background checks on U.S. citizen DS employees; counterintelligence investigations, adverse personnel security actions and any investigations on spouse or child abuse; confidential sources or undercover operations; and other sensitive subjects that the drafter thinks should be highly restricted. Limit field dissemination to the RSO or the PSO. Limit domestic distribution to DS offices; may be used laterally in the field.

DTS CHANNEL—For technical and operational matters of interest to the Diplomatic Telecommunications Service (DTS) partners.

EEO CHANNEL—Between the Office of Equal Employment Opportunity and Civil Rights (S/EEOCR) and officially designated EEO Counselors at posts on matters under S/EEOCR jurisdiction, such as reports, affidavits, and requests for information/responses concerning discrimination complaints.

ERG CHANNEL—Between the employee and the exclusive representative (AFSA). Used only for grievances.

GRIEVANCE CHANNEL—Between the Foreign Service Grievance Board and employees in the field on matters relating to formal grievance matters or grievances filed under 3 FAM 4420. Use laterally in the field only for communication between a traveling Board member and an employee at another post.

IM CHANNEL—Between Information Management (IM) personnel in the Department and IM personnel in the field dealing with technical information management operations not requiring distribution outside the information management units. May be used laterally in the field.

IM CHANNEL EXCLUSIVE—Between the particular Information Management (IM) Deputy Assistant Secretary (DAS) or IM office director and IM personnel in the field. Caption telegrams "IM CHANNEL EXCLUSIVE FOR" (insert name).

MED CHANNEL—Between the Director for Medical Services (M/MED) and the principal officer, medical officer, nurse, or designee (see 3 FAM 1900) on sensitive medical matters of U.S. Government employees or dependents. **Do not use this channel for the following:**

- (1) Reporting death;
- (2) Requesting medical supplies;
- (3) Requesting approval of emergency visitation travel;
- (4) Health unit monthly statistical reports;
- (5) Requesting administrative support for medical travel;
- (6) AID or other contractor personnel;
- (7) Fulbright scholars;
- (8) American school teachers;
- (9) Tourists;
- (10) Peace Corps volunteers; and
- (11) Department of Defense personnel, including Marine Security Guards and SEABEES.

MGT CHANNEL—Between the Under Secretary for Management and Posts, with post distribution only to persons or offices specified by the attention indicator. May not be used laterally in the field.

NAROP CHANNEL—Used for all sensitive messages dealing with narcotics between the Drug Enforcement Administration (DEA), Department of Justice, DEA overseas representative, Chiefs of Mission, and the Secretary of State and the Assistant Secretary for the Bureau of International Narcotics Matters. Messages from the field must be addressed SECSTATE and DEA and may be transmitted laterally. At post, only the Chief of Mission or designee may approve NAROP transmissions.

OIG CHANNEL—Restricted access channel for communicating between the Office of the Inspector General (OIG) and staff in the field; between the Inspector General and Chiefs of Mission (COM) and Principal Officers; between OIG officers in the field; and between the OIG and individual employees.

PER CHANNEL—Between the Office of the Director General and posts (may be used laterally in the field; Office of Director General must receive information copy) on matters such as assignments, transfers, training, performance evaluation, compensation, employment, health benefits and life insurance, employee-management relations, title and rank, position description, military service status, campaigns, and retirement. Use also for private personnel messages not requiring special handling procedures such as personnel nominations for post approval, onward assignment preferences, and staffing matters.

RODCA CHANNEL—Operational intelligence communications between authorized Department of Defense Agencies and Defense Attaches. RODGA message files will be maintained only by the DAO and all copies must be returned to the DAO.

STR CHANNEL—Between the Special Trade Representative in Washington and the Representative's staff at Geneva. May not be used laterally in the field.

TM CHANNEL—Between the office of the Director General and posts for all Travel Messages (TMs), i.e., TMONE through TMEIGHT, as defined in 3 FAM 3760. May be used laterally in the field, if the Department is an addressee.

5 FAH-1 H-716 CAPTIONS INVOLVING OTHER AGENCIES

(TL:CH-2; 05-30-1998)

a. Captions involving other agencies or messages to posts abroad (e.g., "Joint State/Commerce Message" or "From Treasury") are not usually permitted. Exception: Messages directing that specific actions be taken by both an embassy and a separate military command. In these cases, a Joint State/Defense Message caption is required (MAAG's, MILGRP's, DAO's, etc., are not separate commands, but integral parts of embassies).

b. Joint captions on documents from posts, either to the Department or between posts, are not permitted, except on documents reflecting the views of both an embassy and a separate military command.

5 FAH-1 H-717 THROUGH H-719 UNASSIGNED